

25 Oct. 1949

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MEMORANDUM FOR: Assistant Director for Reports and Estimates  
Assistant Director for Scientific Intelligence  
Assistant Director for Special Operations  
Assistant Director for Policy Coordination  
Assistant Director for Collection and Dissemination  
Assistant Director for Operations  
Chief, Coordination, Operations and Policy Staff  
Chief, Advisory Council  
Chief, Inspection and Security Staff  
Management Officer  
Personnel Director  
Budget Officer  
General Counsel  
Chief, Administrative Staff  
Chief, Special Support Staff (Recorder)

SUBJECT: CIA Emergency Plans.

1. A CIA Planning Committee is hereby established to develop:
  - a. Further plans for the safe storage of vital CIA documents.
  - b. CIA operational plans for implementation in event of emergency.
2. The Committee will consist of one member and one alternate from each office and staff section indicated above. The Chief, Coordination, Operations and Policy Staff, or his designee will be Chairman. The Committee will meet at the call of the Chairman, who will be informed by 1 November 1949 of the names of the designated members.
3. The plans developed by the Committee will include but are not limited to:
  - a. Designation of vital records for storage.
  - b. Site or sites for storage.
  - c. Security measures for storage space.
  - d. Movement of documents to storage location(s).
  - e. Personnel and equipment requirements.
  - f. Estimated cost to provide and maintain the storage location(s).
  - g. Emergency muster and rendezvous point(s).

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h. Line of succession of authority for all elements of CIA.

i. Interim operating procedures.

j. Security during interim period.

k. Communications.

l. Supply and administrative services.

4. The initial report of progress will be submitted to the Executive by 15 December 1949.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

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Executive

cc: Signer's Copy